SINGLE ACQUISITION MANAGEMENT PLAN (SAMP)

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SAMP DEFINITION

- An integrated document which describes a program's acquisition strategy and management plan

  – Strategic-level information

  – Single document incorporating information from multitude of acquisition documents

  – "Contract" between PM and upper management

  – Program document vs. contract action document

REQUIREMENTS & APPROVALS

- Required for ACAT I and II programs

- Optional for all other programs

- SAF/AQ approves ACAT I and II SAMPs

- Additional approvals
  - OUSD(A&T) approves the acquisition strategy portion of SAMPs for ACAT ID programs
  - OASD/C3I approves the acquisition strategy portion of SAMPs for ACAT IA programs

- Generally approved before RFP release

SAMP IPT

- Multifunctional team that develops a SAMP
- Convened and led by the Program Manager
- Comprised of personnel from within and outside the program office
- Typical representation

User MAJCOM	Contracting	Comptroller
Legal	Engineering	RFPSO
Environmental	Security Police	Test

PROCESSING SAMPs WITHIN SAF/AQ

- Submit electronic copies to SAF/AQCS
- SAF/AQCS tracks status
- SAF/AQCS provides copy to:
  - PEO Action Officer (PEO-AO), or
  - PEM (if not a PEO program)
- PEO-AO/PEM assists PM with SAMP IPT
- SAMP IPT works issues and finalizes SAMP

PROCESSING SAMPs WITHIN SAF/AQ (Cont'd)

- Competed SAMP submitted to SAF/AQCS
  - Reflects resolution of SAMP IPT issues
  - Signed by PM and PEO/DAC
- Submitted under a staff summary sheet
  - Signed by SAMP IPT leader (PM)
  - Competition Advocate General coordinates
  - SAF/AQ approves
  - Summarizes key issues and their resolutions
  - Identifies offices that took part in SAMP IPT

PROCESSING SAMPs WITHIN SAF/AQ (Cont'd)

- SAMP IPT leader's signature on staff summary sheet signifies offices that took part in the SAMP IPT concur with the SAMP's content, unless otherwise designated (assumed coordination)

- SAF/AQCS submits SAMP to SAF/AQ for approval

- OSD coordination process determined by OIPT leader

SAMP UPDATES

- Update for significant changes to strategy or program management plan
- May range from a few changed pages to a complete rewrite
- Update process similar to developing the initial SAMP, but may be modified
- SAMP IPT membership may be tailored from the original SAMP process based on nature of the changes

SAMP IMPROVEMENTS
Jun 97 Implementation Date

- DSMC-style foldout of SAMP process
- "SAMP Writer" software tool
- "Best practices" in on-line SAMP Guide
- Staff major issues to SAF/AQ
- SAMP facilitator (AQC, AQX, RFPSO)
- Teach SAMP process in Pentagon Action Officer orientation course